

John R. Benson
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Larry Smith
Emergency Management

Angela Clouser
Member-At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

Carole Lund-Smith
ILEA

David Ness
Municipal Police Department

Vacant
Communications Center

Marty Smith
Iowa DPH

Sandra Black
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolfradt
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Randy Fenestra
Representative Bob Kressig
Representative Steven Holt

Meeting Minutes
Iowa State Interoperable Communications System Board
December 13, 2018
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

Meeting called to order by Chair Lampe at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Voting Members in Attendance: Jeff Swearngin, Sandra Black, Marty Smith, Tom Lampe, John Benson, Andy Buffington, Ellen Hagen, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Michael Kasper, Carole Lund-Smith, Larry Smith, Angela Clouser

Members via Conference Line: Patrick Updike

Non-Voting in Attendance: SWIC Chris Maiers, Outreach Specialist Shawn Wagner, Administrative Assistant Hollie Davidson

Absent: Bob Von Wolfradt

Guests: Nathan Rippey, Rick Mortenson, Brian Krumm, Steven Gray, Douglas Knoll, Robert Bokinsky, Rhonda McKibben

Approval of Agenda: Michael Kasper made a motion to approve the agenda. Andy Buffington seconded the motion. All in favor. Motion passes.

Approval of Minutes: David Ness made a motion to approve meeting minutes from the November 8, 2018 meeting. Michele Bischof seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers reported on the following items:

SWIC Maiers gave an update on the encryption white paper. At a recent joint National Council of SWICs and SAFECOM meeting, SWIC Maiers spoke with the chair of the P25 Steering Committee (P25 SC). There was a discussion on finding a place for the work assignment to address concerns and issues, and there is progress being made on the national level regarding P25 standards related to encryption.

SWIC Maiers reported that he has started work on implementing a program called StatusBoard, which would relay what communications resources are available at one given time on the ISICS network via web browser. Collaboration with the state of Minnesota has taken place regarding this. As work continues in addressing a few MOA related items, the hope is to find server resources and methods PSAPs can login and use the program.

SWIC Maiers stated that work is ongoing with neighboring states regarding interstate interoperability. He recently attended meetings with Wisconsin and Illinois, and plans are in place to continue working with these two states every other month. Quarterly meetings with Minnesota are also on-going, and meetings with other states are also being planned.

SWIC Maiers attended a Joint National Council of SWICs and SAFECOM meeting in Norman, Oklahoma. SWIC Maiers learned that work is being done on a roaming agreement between AT&T/FirstNet and T-Mobile. This would increase the coverage footprint AT&T/FirstNet significantly. At this meeting, it was also reported that there are some security problems related to various LMR networks that are being investigated and addressed in the eastern part of the Midwest.

SWIC Maiers reported that with the introduction of the Information Technology Service Leader (ITSL) within the Incident Command System (ICS), significant updates to NIMS and ICS will occur. With respect to courses related to NIMS/ICS, there may be up to 16 course additions or modifications. There may also be an addition to the ICS structure in the form of a Communications Section.

SWIC Maiers gave an update on the 2019 update to the National Emergency Communications Plan (NECP). SWIC Maiers and 911 Program Manager Blake DeRouchey have been on the working group calls regarding this plan. The items addressed include enhancing governance across all states, addressing interoperability problems with technology and data sharing, governance, and creating resilient and secure systems. The updated NECP should be released publicly relatively soon.

SWIC Maiers reported that he has accepted an offer to be part of the Compliance Assessment Program Task Group, which is a federal level group within the P25 SC. His

approach with this group will be to make sure that the interoperability testing focuses on the ground needs of personnel.

Larry Smith inquired as to what kind of information will be on the StatusBoard and who would be the users that will have the ability to view the status board. SWIC Maiers stated that this works like a website that someone at the PSAP console could log in. He went on to explain some of the ways that this program would work. Mr. Smith followed-up with the question of if this would be something that the emergency managers would be able to have access to in order to have a quick reference for planning purposes, to which SWIC Maiers responded that users and users like emergency managers would also fit.

Chair Lampe inquired as to interstate interoperability amongst the states with respect to how the states connect and talk with other states, what equipment is needed, and how the process could be accomplished. SWIC Maiers stated that this would depend on the state, agreement between the states, and the system the other states are using. This could be accomplished with radio programming in the vehicles and control stations integrated into the dispatch consoles at the PSAP. ISICS does not charge user fees, so other states' agencies can join ISICS for interoperability at no cost to them. It has been vocalized at the meetings that users from other states can join neighboring states' networks in Minnesota, Wisconsin and Illinois at no cost to the Iowa agencies.

E911 Council Report & E911 Program Manager: 911 Program Manager Blake DeRouchey reported that the council travel, public education, and training fund would be available again in January. There is currently approximately \$15,000 remaining in this fund, and it will be used for 911 Council travel. The funding application will be available on the website in January 2019.

The Council had a lengthy discussion on 911 training. This was a preliminary discussion on requirements and standards. These discussions will be ongoing.

Mr. DeRouchey reported that he attended a national meeting held in Washington, where he represented 911 coordinators on the Public Safety Advisory Committee for FirstNet. He will provide the notes from this meeting to SWIC Maiers, and they will be available to anyone who would like copies of them.

Mr. DeRouchey opened the floor for questions to which there were none.

User Group Committee: UGC Chair Buffington reported due to lack of participants, there was no meeting held. At the next meeting, there will be three users to discuss for approval.

Finance Report: Finance Committee Chair Hagen reported that the monthly net expenditures during November for the Interoperability and Broadband Communications Fund were \$8,204. The November ending balance was \$234,154. Monthly expenditures for SLIGP 2.0 were \$9,976. Of that amount, \$7,981 were federal expenditures. The remaining federal amount available from the SLIGP 2.0 grant is \$145,171.

Chair Hagen reported that the finance committee discussed and recommended that the board approve \$15,000 to be budgeted for the TIA/TR-8 membership, associated activities,

and any other anticipated expenses. An additional motion will be necessary at the next meeting to renew the participation.

Governance Committee: Governance Chair Benson reported that the governance committee did not meet and there is no report. However, Chair Benson reported that battery replacements for the handhelds in the STR trailers are in the works and will be installed as soon as the batteries arrive. There are approximately 36-40 of these per trailer that are needed.

Operations Committee: Vice Chair Leonard deferred his report to SWIC Maiers.

SWIC Maiers gave an update on the PSAP grant. Approximately 68 responses that met the PSAP criteria were received. Administrative Assistant Hollie Davidson assisted in following up with the PSAPs that responded, and SWIC Maiers is reaching out to those that did not respond. Only three PSAPs remain. SWIC Maiers will continue to follow-up with those three counties, which are Lyon County, Washington County, and Webster County. The hope is to have the consoles ordered by the end of December, delivered in January and ready to disperse in March. There is enough money in the grant to get equipment to the PSAPs that need it.

Outreach Committee: Outreach Chair Hagen reported that the Outreach Committee continues to disseminate information regarding interoperability as it arrives.

FirstNet Outreach Specialist Report: FirstNet Outreach Specialist Shawn Wagner reported that updates to the website continue and work adjusting to a new API is on-going. Updates on the ISICS Join section of the website continues and will allow multiple attachments to be uploaded at one time.

Mr. Wagner stated that he met with AT&T, and plans for outreach are in place up to the first half of 2019. Outreach plans for RIC 2 and RIC 5 are also in the planning process.

Mr. Wagner stated he has removed himself from any proprietary coding access/issues related to the StatusBoard due to any potential developer conflict of interests. Mr. Wagner has offered to serve in an advisory role where appropriate.

Per Chair Lampe's request, SWIC Maiers explained what the StatusBoard is and what it entails. The program is a situational awareness program and was developed based on an operational need that was previously discovered by the state of Minnesota. There has been continuous collaboration with Minnesota on the issues involved and how to proceed with a smoother transition in Iowa. Minnesota has offered to provide raw source code to help us get started. There will be no cost for basic initial support provided by Minnesota. The expenses for Iowa will mainly be contained to servers and hosting.

Training/Exercise Committee: SWIC Maiers reported that Denise Pavlik has resigned from the ISICSB and her position in Scott County. As a result of her resignation, the Training/Exercise Committee was unable to hold a meeting. However, the agenda for the

next meeting will include technical assistance requests from the Emergency Communications Division at Homeland Security. Issues will include training opportunities that are available. Classes that are currently already on the list include COML, COMT, and a PSAP cybersecurity webinar.

Chair Lampe added that Denise Pavlik's leadership and work ethic was outstanding and extended thanks to Ms. Pavlik for her efforts.

Technology Committee: Technology Chair Updike reported that the committee did not meet in November. The December conference call had two members so there was not much accomplished.

The committee continues to work with the 800 MHz SOA channel issues.

Other Reports: Marty Smith reported that the Iowa Department of Public Health is now online with ISICS and is being used. He stated that everything is working great.

Mr. Smith inquired as to whether or not anyone has created a training cheat sheet for users. Vice Chair Leonard stated that this has been discussed within the Operations Committee. To date, nothing has been created, but the Operations Committee is aware that it will be necessary in the future. Mr. Smith volunteered to sit on a subcommittee to develop the cheat sheet. SWIC Maiers stated that the Training Committee will be taking on this task in 2019.

SWIC Maiers reported that the Training Committee is currently looking for a chair.

Chair Lampe welcomed two new members - Angela Clouser (Panorama Community Schools) as the new Member-At-Large and Michele Bischof (Des Moines Fire) representing the fire department.

SWIC Maiers reported that the Annual Report is in the final stages of being updated and should be sent out soon. Chair Lampe made a suggestion that it would be easier to email the Annual Report in draft form so as not to have to hold a special board meeting for this. All members were in favor of this.

Motorola Solutions Project Manager Melvin Mercado was absent so Nick Putman gave the Motorola Project Update. He displayed the condensed version of the Platform Buildout-Tracking Map.

The Keosauqua site now has power with the installation of a new transformer. Calhoun and Hardin are in the active build state and are very close to completion. Rock Rapids is waiting for the FAA approval for a new like-for-like tower replacement.

Mr. Putman reported that the work at the KTIN site is still on-going and any issues are being addressed. This site should be completed soon.

Mr. Putman reported coverage testing is on-going and gave a summary of the progress. A map was displayed showing the counties that have been tested and those that will be tested starting in January 2019.

Mr. Putman summarized his report stating that there are currently two active builds and one to start in the near future, microwave path alignments continue, and they are preparing for DPS dispatch cutover. The work is almost completed for the re-optimization of ISICS sites, and the plan will mitigate interference with adjacent states. Mr. Putman reported that directional antennas have been completed for Illinois frequency coordination.

Chair Lampe inquired as to what the obstacles are at the Rock Rapids site, to which Mr. Putman responded that the obstacles are weather related.

Anne Roth briefed the ISICSB on the Standards Working Group (SWG) progress. The committee has moved through the top priority standards, and they are approximately half way through the next priority set of standards.

Ms. Roth stated that the committee has been collaborating with members to address any issues with the standards, and they have made revisions to those needed before sending them through to the Governance Committee. There are also standards that have not yet been created nationally but may be necessary for the state of Iowa. These are being drafted and discussed as they issues arise.

SWIC Maiers added that committee plans to review some previously approved standards after ISICS live and incrementally adjust the standards as needed.

Old Business: Wind Farm Committee Chair Sandy Black reported that she has sent out a letter asking for volunteers to join the committee. As of date, there has been none.

Ms. Black stated that she has done extensive research and has reached out to the Department of Defense (DoD) and had discussions with them regarding the issues. She has also requested access to the USGS turbine mapping location. Ms. Black believes that with the growth in wind turbine placement in Iowa, there will be more issues to address in the future. She also noted that there is limited regulation, oversight, and standards related to building wind turbine farms.

Ms. Black will continue doing research on the turbines and continue to work on finding members to join the committee.

New Business: Chair Lampe reported that he has hired an Assistant System Administrator, Connie Stufflebeem. She will be working on the ISICS Platform and LEA. Ms. Stufflebeem will chair a newly formed LEA Working Group and Sheriff Rob Rotter will be the Vice Chair of this group. The committee will be tasked with three goals – making interoperability and PSAP a priority, incorporating in the new console/control station use, and LEA replacement at the PSAP level. The committee will ensure common flow of information between all parties.

Chair Lampe stressed the importance of the board members to communicate with their entities and disciplines that they represent. The flow of information must keep moving, as it gets closer to going live with the system.

Public Comments: None.

Motion to Adjourn: Andy Buffington made a motion to adjourn. David Ness seconded. Meeting adjourned at 11:19 a.m.

YouTube link for the December 2018 ISICSB Board Meeting:
<https://www.youtube.com/watch?v=aY50dCPYrdY>